

WARREN TOWNSHIP SCHOOLS

Librarian

- Reports To:** Principal
- Qualifications:** School Library Media Specialist or Associate School Library Media Specialist certificate
- Supervises:** NA
- Basic Functions:** The library educational media specialist plans, arranges, administers, and implements the library information center program and supports the educational philosophy and objectives of the school district. The library educational media specialist's role is one of a teacher, a manager, and an educational consultant who is expected to take a leadership role in carrying out the school's educational program. It is the aim of the library media specialist to instill a love of reading.

PERFORMANCE RESPONSIBILITIES – INCLUDE, BUT ARE NOT LIMITED TO:

- A. Develops a balanced collection in accordance with the district's materials selection policy.
- B. Plans, arranges, administers, and supervises the library information center, developing policy for efficient operation and optimal service.
- C. Maintains an efficient system of cataloging and circulating all library materials; instructs teachers and students in the use of the online catalog.
- D. Provides instruction for individuals, small groups and large groups in the skills necessary to effectively access, evaluate, use, and communicate information in a variety of formats.
- E. Encourages appropriate conduct of students using the library while creating an environment that fosters use by students and staff.
- F. Serves as an educational resource to administrators, professional and support staff for integration and articulation of curriculum.
- G. Meets, when appropriate, with parents and parent groups to discuss matters which are relevant to the library.
- H. Applies current and innovative methodology in delivering instruction.
- I. Maintains an accurate record of monthly statistics and submits annually.
- J. Directs Library paraprofessionals and volunteers.
- K. Performs all other duties as may be assigned by the Building Principal or other administrators in the district.

Employment will be dependent on successful completion of a criminal background check as mandated by N.J.S.A. 18A:6-7.1. Additionally, and in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Permanent teaching staff members are further required to meet the citizenship standards set forth in N.J.S.A. 18A:26-1.

1/92

Revised and Board Approved 5/09

Revised March 8, 2010

Board Approved: 8/28/2017

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